Jobs Bill
2/84

CITY OF ATHENS

STATE OF GEORGIA

AGREEMENT BETWEEN THE MAYOR AND COUNCIL

OF THE CITY OF ATHENS, GEORGIA AND

Community Resource Council of Northeast Georgia, Inc.

February 19 84

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Exhibits

1. Budget
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G E O R G I A

CITY OF ATHENS

THIS AGREEMENT, entered into this the 24 day of February, 1984, by and between the CITY OF ATHENS, A MUNICIPAL CORPORATION, hereinafter referred to as the City, and Community Resource Council of Northeast Georgia, Inc. hereinafter referred to as the "Agency".

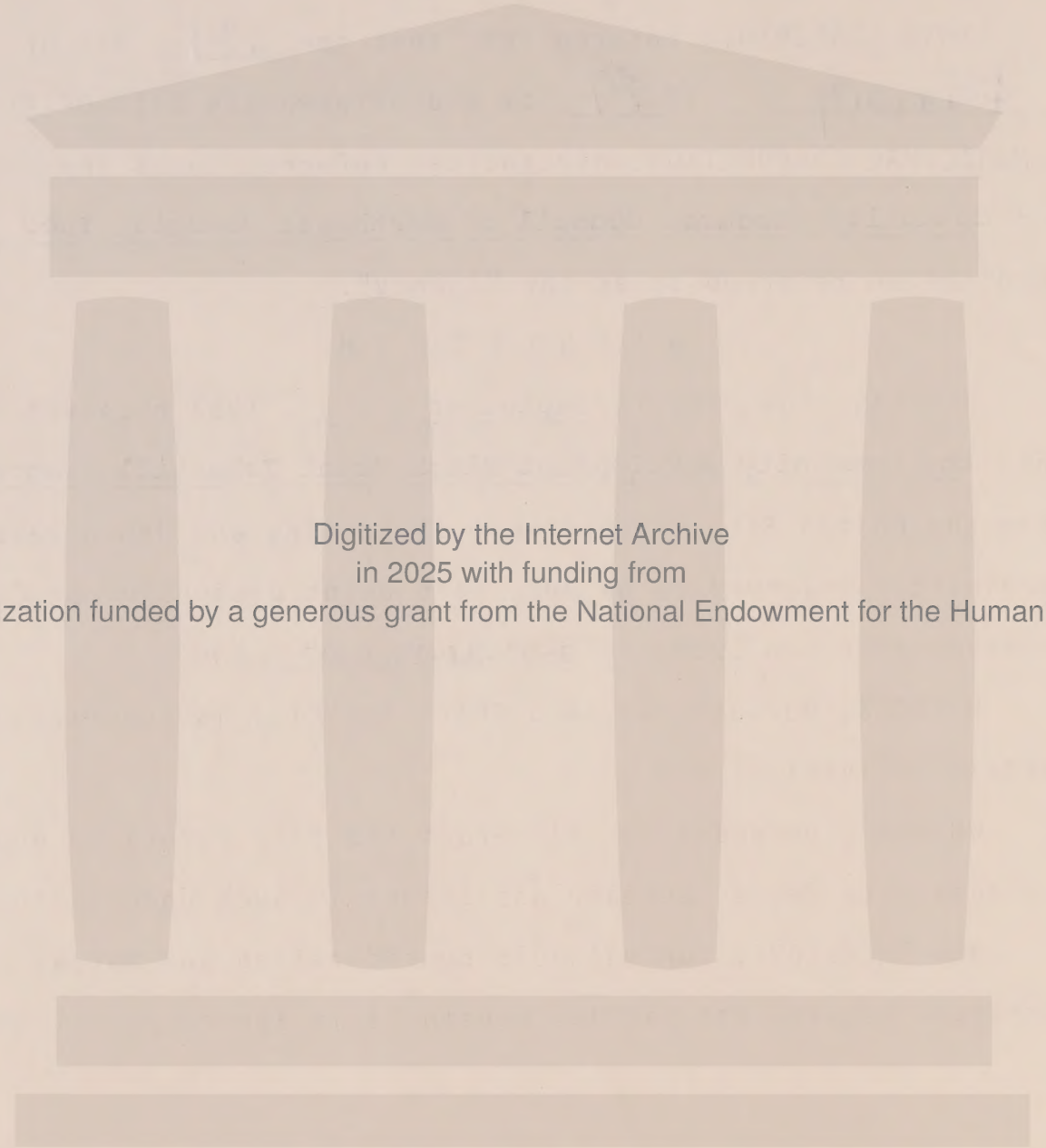
W I T N E S S E T H:

WHEREAS, the City in September, 1983 received a Grant under the Community Development Block Grant Jobs Bill Program from the United States Department of Housing and Urban Development, hereinafter referred to as HUD, said Grant designated as Community Development Block Grant No. B-83-MJ-13-0007; and

WHEREAS, pursuant to said Grant the City is undertaking certain activities; and

WHEREAS, pursuant to said Grant the City agrees to engage the Agency to render certain assistance in such undertakings.

NOW THEREFORE, for valuable consideration and mutual promises exchanged between the parties hereto it is agreed as follows:



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SCOPE
OF SERVICES

SCOPE OF SERVICES

Since 1982, the Athens/Clarke County area has been without a Central Information & Referral Service for citizens in need of available services. The Community Resource Council of Northeast Georgia, Inc. (CRC) is made up of representatives from a variety of human service agencies who recognize the importance of offering this needed service. Since 1980, the CRC has worked to establish and support assistance to Clarke County citizens in identifying and contacting services most appropriate to their needs.

I. PROGRAM DESCRIPTION: As representatives of a variety of human service agencies serving the citizens of Athens/Clarke County, CRC is uniquely appropriate to act as the establishor of an information & referral service for human service access.

A. Services To Be Provided: The goals of ATHENS CONNECTION are to:

1. establish and maintain a current database on existing public and private services available to the citizens of the Athens/Clarke County area;
2. provide an efficient and accurate means by which targeted constituencies can seek and find information on services appropriate to immediate and long-term needs; and
3. act as a resource to Athens human service agencies in the identification of clients in need of services and gaps in community service needs.

B. Duration: ATHENS CONNECTION will operate under the requested contract from the time of agreement until June 30th of 1984. However, the CRC goal is establishment of a service which will be provided to the target area on a long-term basis. The hours of office operation will initially be limited to the regular eight-hour working day of all city agencies (from 8 a.m. until 5 p.m.). However, the ATHENS CONNECTION is designed to assist the public by providing information on all human services available in the Athens area and by referring callers to the service most appropriate for their stated needs. Realizing that the wide variety of human needs anticipated necessitates flexibility in the design and implementation of services, the ATHENS CONNECTION proposes to operate services during the hours demonstrated as most needed by the public at large. Initial stages will operate within the regular operating hours in accordance with the operating hours of City services. However, it is foreseen that the ATHENS CONNECTION will expand operating hours to both weekend and evening hours upon the establishment of a volunteer base large enough to provide services at hours recognized as most needed by the public. ATHENS CONNECTION anticipates the ongoing refinement of peak hours of client need and is commited to the flexibility and responsiveness needed to assure the public of quality service.

C. Observation of Holidays--The ATHENS CONNECTION agrees to observe only those holidays observed by the City and recognizes the right of the City to deduct any expenses submitted for reimbursement pertaining to operational cost which are requested for holidays not approved by the City of Athens.

II. PROGRAM SERVICES OBJECTIVES: ATHENS CONNECTION will establish and operate a computerized information system able to refer residents needing help with a variety of needs/problems to the appropriate human service agency and/or resource available in the Athens/Clarke County area. The ATHENS CONNECTION intends to provide these services by:

- o Creating, organizing and storing information on all available human service agencies and resources in a computerized database;
- o Designing a system to facilitate easy retrieval and entry of data by trained volunteers for referral of callers to the appropriate agency in response to specific requests for help;
- o Recruiting, hiring and training three to six trainees which meet all City of Athens eligibility criteria under Affirmative Action/Section 3 Plan, governed by and pursuant to Section 3 of the Housing and Urban Development Act of 1968;
- o Recruiting and training enough volunteers to assure reliable provision of information/referral services during hours identified as the peak hours of client need;
- o Updating information in the comprehensive listing of human service agencies through ongoing contact with one-twelfth of agencies each month;
- o Adding any newly-initiated human service to assure that all referrals reflect the current services available in the Athens/Clarke County area;
- o Maintaining accurate and up-to-date records on all aspects of service and operation, including but not limited to calls received, needs expressed, referrals made, clients served, volunteers trained, etc. and
- o Providing information from analysis of such records to local governments, human service agencies and other interested groups upon request to identify gaps in services and evaluate the appropriateness of referral information given by ATHENS CONNECTION.

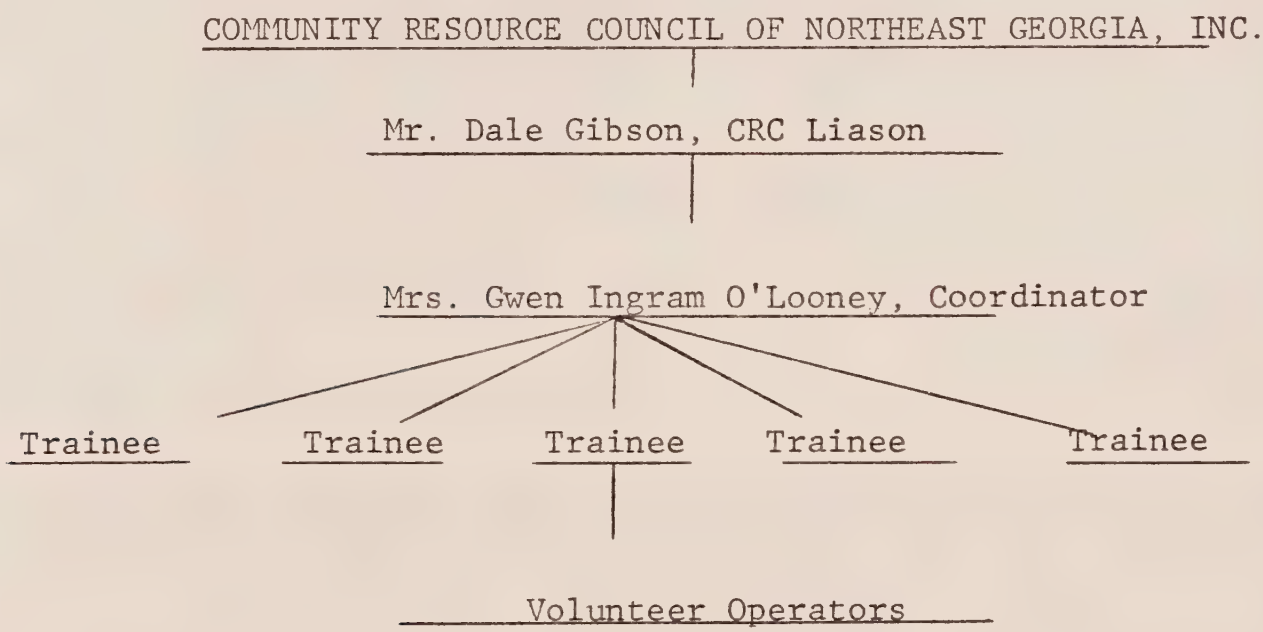
III. PROGRAM BENEFICIARIES--The CRC agrees that a minimum of ninety percent (90%) of all clients served by ATHENS CONNECTION as a result of this contract shall be Athens city residents and that seventy-five percent (75%) will be of low-income status by standards set by the City of Athens. As clients are served, all efforts will be made to record information on the socio-economic and employment status of callers. However, the level of response to these questions wil be dependent upon the type of service requested by the caller.

Trainees hired and trained under the requested contract shall also be considered beneficiaries in that they will be currently unemployed and meet all criteria of Affirmative Action/Section 3 Plan, governed by and pursuant to Section 3 of the Housing and Urban Development Act of 1968.

IV. DETERMINATION OF ELIGIBILITY--All citizens requesting services from ATHENS CONNECTION shall be provided information and referral services. However, it is anticipated that the majority of services requested will be human services appropriate to those with low-income eligibility. Whenever information is given by a caller which indicates low-income eligibility, the software program will automatically enter this information in the "Client Profile" component of the recordKeeping system. ATHENS CONNECTION will supply the City of Athens ongoing reports on the status of clients served.

V. ORGANIZATION--The CRC Liaison to the Office of Community Development, Mr. Dale Gibson, will be responsible for monitoring the personnel hired under the requested contract and represent the CRC Board of Directors in supervision of the Project Coordinator Consultant. The CRC will provide staff to plan, implement and coordinate all program components of ATHENS CONNECTION.

A. Personnel Structure--



1. The CRC Board of Directors will be responsible for overall monitoring of program implementation. Monthly reports will be required of staff and all policy and procedural decisions will be presented for their approval.
2. Mr. Dale Gibson will act as the Liaison to the Office of Community Development and carry major responsibility for monitoring staff and program implementation.
3. The Project Coordinator Consultant carries the major responsibility for hiring trainees and supervising program implementation. The Job Description for this position is attached.
4. Trainees are responsible for the tasks and duties described below under the section on their hiring and training.
5. Volunteers will operate the phone information and referral system after completion of training. Their services will also be utilized in the carrying out of other clerical and mailing duties under the direction of the Project Coordinator Consultant and Trainees.

B. Volunteer Resources include, but are not limited to:
- o pledged contribution of $2100.00 worth of volunteer support from local Pilot Clubs, $400.00 worth of cash donations from these same Pilot Clubs, and a $5,000.00 cash grant from Pilot International Foundation.
- o inkind contribution from ACTION, Inc. office space, utilities and equipment worth $1564.00.
- o cash contribution of $1500.00 from the William Rhodes Foundation.
- o inkind contribution of a telephone answering machine from an individual.
- o other volunteer support to be recruited from a variety of local groups and organizations.

C. Location of Facilities--ATHENS CONNECTION will begin operation in February of 1984 in offices given as an inkind donation by Action, Inc. located on Oconee Street. (The acquisition of offices accessible to the handicapped will be a major goal in seeking funding during the first year.)

D. Other Financial Resources--Clarke County Government has already began contributing quarterly payments of $8,000.00 which have been committed from FY '84 funds. Another request of $8,000.00 from FY '85 monies was submitted for their review, consideration and approval on Friday, February 10, 1984.

VI. REIMBURSEMENT: CRC will require a monthly accounting of all ATHENS CONNECTION monies spent in a format appropriate to the needs of all funding agencies. These will be submitted and approved monthly by the CRC Treasurer Mr. Jerry Mooney and reported to the Board of Directors. It is understood and agreed that CRC shall submit all appropriate financial reports to the City of Athens for reimbursement.

A. Deposits can be made directly to the First National Bank of Athens.

B. Fidelity Bonding for the CRC Treasurer, Mr. Jerry Mooney has been applied for but not yet been received. As Director of Athens Transit, Mr. Mooney is already bonded to handle city monies, but will also be bonded in response to the needs of this contract. Bonding is an understood requirement for contract receipt and as soon as bonding papers are received, a copy will be delivered to Mr. Donarell Green in the Office of Community Development.

C. Projected Budget for ATHENS CONNECTION FY '84

1.	PERSONNEL	
	A. Trainees	
	1) wages	4200
	2) fringe benefits	644
	¥B. Volunteers	2100
	C. Subtotal Personnel	6944
2.	CONSULTANTS & CONTRACT SERVICES	
	A. Project Coordinator Consultant	6275
	B. Computer Programmer	400
	C. Artist	100
	D. Subtotal Consultants & Contract Ser.	6875
3.	MATERIALS/SUPPLIES	
	A. Office Supplies	780
	B. Postage	261
	C. Subscriptions	65
	D. Printing	600
	E. Subtotal Materials/Supplies	1706
4.	TRAVEL	300
5.	EQUIPMENT	
	¥A. Answering Machine	300
	B. Computer Hardware & Software	7000
	¥C. Office Equipment	350
	D. Phone	80
	E. Subtotal Equipment	7730
6.	¥RENT	1010
7.	UTILITIES	
	A. Telephone	
	1) rental	597
	2) installation	175
	3) long distance	294
	4) advertising space	63
	5) extras (call waiting)	95
	¥B. Office	204
	C. Subtotal Utilities	1428
8.	OTHER	

	Contingency Funds	1740
9.	TOTAL PROPOSED BUDGET	27,708

REVENUE SOURCES PROJECTED

City of Athens	$8,844
Clarke County	8,000
Pilot International Foundation	5,000
Pilot Club Volunteers	2,100
ACTION, Inc.	1,564
Pilot Clubs of Athens	400
William Rhodes Foundation	1,500
Individual Donations	300
TOTAL PROJECTED REVENUES	$27,708

D. Budget Narrative--Out of a "Total Proposed Budget" of $27,708.00, CRC requests $8,844.00 from the City of Athens Office of Community Development Block Grant Jobs Bill monies. The wages ($4,200.00) and fringe benefits ($644.00) for three to six trainees to be hired under this contract amount to $4844.00 of this amount. The remaining amount ($4000.00) is requested as partial support of the Project Coordinator Consultant position, which does not require payment of fringe benefits.

E. Plan of Implementation--The Proposed Plan of Implementation is attached to this "Scope of Services" to fully explain the manner and order of implementation anticipated.

CRC AFFIRMATIVE ACTION PLAN

The Community Resource Council of Northeast Georgia, Inc. (CRC) shall implement the following Affirmative Action/Section 3 Plan, governed by and pursuant to Section 3 of the Housing and Urban Development Act of 1968. The CRC, as the governing body of ATHENS CONNECTION, will be responsible for the hiring of the Project Coordinator Consultant position, which shall have responsibility for implementation and directorship of the ATHENS CONNECTION.

I. EQUAL EMPLOYMENT OPPORTUNITY--The CRC shall not discriminate because of race, color, religion, sex or national origin.

II. SECTION 3 POLICY--The CRC utilization goals of lower income residents and businesses of the City of Athens shall be as follows:

A. The CRC shall provide specific opportunities to train and employ residents of Athens as outlined under "recruitment" and "beneficiary" clauses.

B. The CRC shall make a good faith effort to negotiate contracts for equipment purchase from local businesses.

III. ADMINISTRATION OF PLAN--The CRC Board of Directors Past President Mr. Dale Gibson will continue to serve as Equal Opportunity/Section 3 Plan Coordinator under the duration of the requested contract.

A. A copy of the CRC Affirmative Action Section 3 Plan shall be posted on the office bulletin board and any other location at which interviews might be held.

B. Pertinent employee records, such as employment history, salaries, etc. shall be maintained verifying compliance with Section 3.

IV. BENEFICIARY--The CRC shall provide services to all residents of the City of Athens. Due to the nature of the services proposed, it is logically anticipated that 75% shall be very low income residents (50% of median) and 25% low income residents (80% of median). Section V provides further assurance of serving target population of minority and low income residents of Athens. Section VI provides assurances that priority will be given to recruiting procedures designed to assure employment of beneficiaries from the targeted population.

V. RECRUITMENT OF APPLICANTS FOR SERVICES FROM THE SECTION 3 AREA: The CRC shall recruit clients from the City of Athens, 90% lower income residents and 10% others by advertising all services available through the use of local newspapers, radio stations and public service agencies located in the City of Athens.

VI. RECRUITMENT OF LOWER INCOME RESIDENTS OF THE SECTION 3 AREA FOR EMPLOYMENT PURPOSES:

A. Project Coordinator--In December of 1983, the Personnel Committee drafted the attached "Job Description" for the consultant which would function as Project Coordinator through June 30th of '84. The Board of Directors reviewed, revised and approved the "Job Description." The Personnel Committee planned the process/ procedure of selecting/hiring the Project Coordinator Consultant. The Board of Directors designated an Applicant Screening Committee responsible for reviewing all applicant vita. A weighted rating system was developed by the Applicant Screening Committee to be used in the review of vita.

The Project Coordinator Consultant position was advertised for 8 days in the **Athens Banner-Herald** and **Daily News** during December of '83. It was also advertised in the **Athens Observer** during the same week of December. Twenty-six vita were received and reviewed. Ten applicants were determined appropriate for consideration and subsequently interviewed by three members of the Applicant Screening Committee. The Applicant Screening Committee readjusted applicant vita ratings subsequent to each interview referring to the weighted rating scale.

The President of the Board then met with the staff of the Office of Community Development Compliance Officer for clarification of compliance criteria. The President then delivered a letter and met with David Carter, Employment Interviewer, of Georgia Department of Labor to discuss qualifications of the Project Coordinator Consultant position and to request screening of Georgia Department of Labor files to assist in identifying potential applicants. One potential applicant was identified who had appropriate skills and experience, but did not meet the criteria of priority targeted population (minority, city residency and income). The Applicant Screening Commmittee reviewed the selection process and characteristics of applicants in context of Community Development Block Grant Compliance Criteria. This review confirmed that the most appropriate and qualified applicant selected met at least three criteria of targeted priority populations (an unemployed female resident of the City of Athens). The selected Project Coordinator Consultant accepted the terms of agreement, contingent upon contractual agreement with Community Development Block Grant funding.

B. Trainees--ATHENS CONNECTION will also recruit three to six trainees for the 60 hours per week of employment being supported by the requested contract with Community Development of the City of Athens, Georgia. The ATHENS CONNECTION is committed to the priority recruiting and hiring of lower and other lower income residents of the City of Athens. In all stages of the proposed hiring process, described below, a commitment to seeking out and hiring residents of the City of Athens, Georgia, who are currently unemployed and have incomes which fall within Section 8 Income Guidelines is reflected.

Initial notice of the trainee positions available under this contract will be placed with the Georgia State Department of Labor, Athens Housing Authority Social Services Department, Opportunities Industrialization Center, Athens Vocational

Technical Center, and all identified locations at which the economically-deprived and unemployed are aided in their search for employment. The positions available will also be advertised in **Athens Banner-Herald** and **Athens Observer**, and on local radio station WXAG as part of our commitment to informing minorities about the availablity of these positions. In addition, all day care centers operated by the Child Care Project of the Athens Department of Human Resources and Presbyterian Day Care Committee will be sent notifications of the available positions in order to give special opportunities to women.

All applicants will be interviewed. Those fitting the "Skill Criteria" for the proposed positions will be interviewed for a second time with other qualified applicants. The "Skill Criteria" are currently defined as having the ability to:

- read and write at the high school graduate level as indicated by their performance on the questionnaire which will be filled out by each applicant prior to interview;
- type at least 50 words per minute during a standard typing test taken by each applicant prior to interview; and
- understand a client request and identify the service or resource most appropriate to the expressed need as demonstrated by performance on three questions to be included in the questionnaire to be completed by each applicant prior to interview.

Each applicant will be objectively rated on the "Skill Criteria" listed above. Upon completion of the written questionnaire and typing test in this order, applicants rating appropriately on the objective "Skill Criteria" will be personally interviewed by the Project Coordinator Consultant. However, it should be noted that failure to pass the typing test will not automatically disqualify a candidate, but will be considered in combination with applicant performance during the personal interview and willingness to assume the duties and responsibilities expected of the trainee position.

During the interview with the Project Coordinator Consultant, the applicant will receive an understanding of the duties and responsibilities expected from the hired trainees. The duties and responsibilities of hired trainees include, but are not limited to, the ability to:

- communicate intelligently and positively with clients, volunteers and supervisors to assure the development of a positive community image;
- answer phones, take messages, and provide accurate and appropriate information to all clients;
- utilize training in the operation of a computerized information data bank on human services designed for use by volunteers;
- manage and supervise the ATHENS CONNECTION office and volunteers in the absence of the Project Coordinator;

- o assist in the training and supervision of volunteers responsible for operating the computerized data bank and the provision of information and referral services;
- o utilize a word processing system in the production of all correspondence and written materials necessary to the successful operation of the ATHENS CONNECTION; and
- o maintain records on client data, volunteer activities, and agency information/referral services as necessary for statistical analyses and evaluation.

These duties and responsibilities demonstrate the commitment of ATHENS CONNECTION to hire applicants with low level skills and provide a high level opportunity for training and growth while employed by ATHENS CONNECTION.

Hiring of the trainee positions will occur as soon as possible after signing of the requested contract with Community Development of the City of Athens. At least three trainees fitting the "Skill Criteria" described above will begin training during initial interviews and immediately upon hiring. Training will begin during the initial job interview by the Project Coordinator with a series of exercises designed to identify the level of interest, commitment and ability of each applicant. The questionnaire and typing test will be utilized to determine the ability of the applicant to fulfill the "Skill Criteria." Special consideration will be given to applicants who display the abilities needed to learn operation of the computerized data system, but typing skills are not the major priority and other abilities will have greater weight in the hiring decision.

Individual interviews will be conducted by the Project Coordinator throughout the month of February as applications are received. A questionnaire on the various duties and responsibilities of the trainee position will be completed by each applicant prior to the interview and used to ascertain the applicant's abilities, interests and appropriateness. Emphasis will be put on clerical abilities, reliability, and natural "helping" skills.

After individual interviews, a group interview will be held with top applicants to identify the three most able to work together as a team and to learn operation of the computerized data base. This group interview will be conducted as a series of exercises designed to acquaint finalists with the purposes and goals of ATHENS CONNECTION. Brainstorming on the variety of needs anticipated and an understanding of the "Maze of Services" will be presented. Hiring will be determined by the response of applicants to this democratic, team approach to problem solving and decision making, and ability to understand and identify the service/resource appropriate to requested needs.

Training of Trainees--Both instaff and external agency training will initiate employment of three to six trainees hired under this contract for a total of 60 hours a week. Internal training will concentrate on the acquisition of all phases of word processing and data base systems operation. Entry of the agency database is the expected outcome of individual training.

All training will be designed to produce practical products needed for establishment of ATHENS CONNECTION.

Close attention will be given during group training to the definition of information/referral systems as proposed by ATHENS CONNECTION, a full understanding of the proposed plan of implementation, and the development of policies and procedures to be used in the ongoing operation of the office. All aspects of training will develop the skills needed by trainees in any office setting and assist trainees in developing the types of skills and abilities applicable to a variety of job settings. Most beneficial will be the word processing and computer operation skills gained during employment with ATHENS CONNECTION.

Introduction to the "Maze of Services" will occur during the group interview to assess current knowledge of human service systems and applicant ability to understand and operate the computerized data base. **Electric News**, a guide to services and resources available in Athens/Clarke County published by Coalition for Children & Youth in November of 1984, will be used as a "textbook" in learning the major services available to callers.

Arrangements with a number of major human service providers will allow trainees to receive onsite orientation and introduction to the resources available to callers. It is the intent of ATHENS CONNECTION that staff be well-acquainted with agencies in as many ways as possible. Personal contact with major agencies and acquaintance with staff will greatly enhance the input of data to the computer, raise the quality of referrals and expand information available to callers. On a monthly basis, trainees will be responsible for contacting one-twelfth of agencies listed by ATHENS CONNECTION and updating the data for each. The importance of the relationship between the staff of ATHENS CONNECTION and the many community agencies listed will be stressed on an ongoing basis.

Training will occur on an ongoing basis, but will be formalized in weekly staff meetings at which tasks are assigned, problems addressed and resolved as a team, and performance reviewed. Individual staff problems will be addressed with the staff person in question and with the entire staff, when appropriate. ATHENS CONNECTION believes that the experience being offered these trainees is both unique and valuable and will be appreciated by them. We agree to document any staff problems and to uphold good employee practices in accordance with the City of Athens.

VII. GRIEVANCE PROCEDURE--ATHENS CONNECTION is commited to offering and maintaining a positive working and learning relationship with any trainee hired. However, the CRC shall adhere to and follow the grievance procedures referred to in the Revised Citizen Participation Plan dated August 5, 1980, of the City of Athens and the Housing and Urban Development Act of 1968, sub part 135.80.

ATHENS CONNECTION IMPLEMENTATION PLAN

ATHENS CONNECTION intends to establish all aspects of the proposed program within the duration of the requested contract and to operational by May 1, 1984. Implementation will occur with the concurrent establishment of:

- Office procedures and policies appropriate to the goals of the proposed program;
- Staff training in the operation of all aspects of the computerized data system;
- Software programs appropriate to the information/referral needs of the proposed program;
- Data on the services offered by all existing public human service agencies entered into the computerized data system;
- Agreements with a variety of civic and other interested groups and agencies with potential for providing volunteer phone operators;
- Training for volunteers and materials to facilitate such training;
- Policies and procedures for volunteer operation of the computerized information and referral service;
- Relationships with potential fundors to institutionalize ATHENS CONNECTION as an ongoing service to the Athens/Clarke County area;
- Visibility for the services and availability of ATHENS CONNECTION to all citizens of the Athens/Clarke County area; and
- Ongoing operation of a computerized information and referral service able to produce records appropriate to the informational and planning needs of public and private sector human service providers.

Stages of implementation proposed for ATHENS CONNECTION will occur in the manner and within the timetable proposed below.

FEBRUARY--Employment of a Project Coordinator will begin upon approval of the requested contract with the City of Athens for Community Development Block Grant Jobs Bill monies. The recruitment process described above will be implemented in the identification of three to six trainees able to fulfill the "Skill Criteria" outlined. During this process, applicants will begin their acquaintance with operating the computerized data system. Trainees will be consulted on the hours most convenient to their personal situations and a schedule of work will be developed to allow coverage of the ATHENS CONNECTION office from 8 a.m. to 5 p.m. each weekday.

Phone service to the ATHENS CONNECTION will begin as soon as possible after signing the contract with the City. The phone number will be 353-1313 and feature "call waiting" to provide the

convenience of two incoming lines without the expense of an additional phone. Again, it is a major goal to identify funding which will allow expansion of phone lines to the level anticipated as needed for full operation of the program.

The purchase of computer hardware will be a major initial expense. Bids have been requested from major suppliers and a system appropriate to proposed goals has been identified. This purchase represents the major equipment commitment of the proposed project and an initial investment in its ongoing continuation. Grants from Pilot International Foundation, William-Rhodes Gifts, and the two Pilot Clubs of Athens will be used for the major portion of this purchase. A computer programmer with expertise appropriate to the goals of ATHENS CONNECTION has been identified and will be contracted with for the production of software programs enabling volunteer operators to easily retrieve information requested by callers and make referrals to the needed service, while maintaining the records needed for analyzing community needs and program services. The development of a "Maze of Services" is a major task inherent in design of this software.

By mid-February, a questionnaire designed to gather all needed information on human service agencies serving the Athens/Clarke County area will be mailed to over 180 local service providers. Refinement of the questionnaire through testing by targeted agencies and review by authorities in the field has preceded this mailing.

To assure ongoing community interest and support of the program, notice in local papers and on local radio stations will be used to inform all of the progress in implementing ATHENS CONNECTION.

MARCH--Three to six trainees will be hired by March 1, 1984 or as soon as possible after Community Development Block Grant Jobs Bill funds are received. Initial training will involve staff in the development of office policies and procedures appropriate to the needs and goals of ATHENS CONNECTION. Work schedules for each trainee will be determined as described above and all reporting forms for the recording of hours worked will be developed. Training on the computer hardware will begin with entry of data gathered through the questionnaires.

Agency responses should be returned to ATHENS CONNECTION by March 9, 1984. Those agencies who have not responded will be contacted and reminded of the need for information to list the services provided by their agency. With the receipt of agency questionnaires, entry of data will begin. The entry of agency data will represent a major training of staff in operation of the data system. Entry of agency data provides the needed opportunity for staff to become familiar with existing services. In addition, contacts with responding agencies to clarify and refine the information received will introduce staff to agency personnel and phone etiquette and familiarize agencies with the services to be provided by ATHENS CONNECTION.

Upon completed entry of data received, nonresponding agencies will be identified and staff will contact agency representatives to assure the establishment of a comprehensive list of

all human service programs in the Athens/Clarke County area. Whenever any appropriate service is found not to have been listed, the agency head will be contacted by phone and a questionnaire will be mailed to assure inclusion of every known human service available. This ongoing input of information on area services and resources will produce a comprehensive data base reflecting the current service capability of the target area. Data entry on services will be an ongoing task of staff. This task will continue throughout operation of ATHENS CONNECTION, but the establishment of a basic data base on agencies is expected by the end of April.

Concurrent with agency data entry is the testing and refinement of the computer software custom-designed for ATHENS CONNECTION and the questionnaire initially used in the gathering of agency information. Both staff and the programmer will work together to resolve problems as they are identified. As refinements occur, staff will be retrained and information reprogramed. Another important consideration in this early stage of software use will be assessment of the ease with which volunteers will be able to operate the retrieval and referral functions of the customized software program. All aspects of the software developed for operation of the computerized information and referral system will be evaluated and refined to produce an easily-operated and time efficient system.

Weekly staff meetings will be the forum in which office and employee reporting procedures and policies are refined and expanded as problems are identified. Training with outside agencies will be continued as the need remains. A concerted effort will be made by the Project Coordinator to create a team feeling among staff through ownership of policies and procedures developed and the conduct of training.

Monthly meetings of the Community Resource Council will be held to assure ongoing communication with staff and updates of both problems and progress. Meetings with community agency heads will assess their needs for information and assure the development of a compatible software program.

Advertising during March will be directed at the recruitment of information on all services appropriate for entry into the data bank and the solicitation of volunteers interested in operating the information and referral service. Announcement of ATHENS CONNECTION and information on how to be listed or sign up for volunteering will be given through local newspapers and radio stations. In addition, a wide variety of civic, youth, and professional organizations in Athens will be asked to recruit members interested in learning computer operation and "manning" the computerized information and referral service.

A number of presentations to targeted groups will be delivered by the Project Coordinator to raise awareness of ATHENS CONNECTION and volunteer participation by a wide variety of community constituencies. A program through which civic organizations would commit representatives as volunteers will be designed and developed with volunteer input. Judge Pierre Boulogne will be met with and asked for his support of ATHENS CONNECTION through court assignment of individuals required to do

community service. Youth organizations will be approached and members recruited. As exploration of the community and its resources continues, we intend to "leave no stone unturned" in efforts fully to operationalize ATHENS CONNECTION. For initial start-up, a core group of at least 20 volunteers will be needed for one volunteer to operate the service from 10 a.m. until 6 p.m. Trainees and the Project Coordinator will be responsible for assuring operation during other office hours. Experimentation with a "Buddy System" which would assign volunteers in twos for each time segment will be conducted and the best period of time for one volunteer will be investigated during the initial stages of recruitment and training.

APRIL--As the entry of agency data and recruitment of volunteers continues, design of the volunteer training program will be completed and tested during April on our first group of volunteers. Important to the success of ATHENS CONNECTION is the production of software which is easily operated by volunteers. In the first weeks of use, problems which arise with the computer program will be noted and resolved with the help of the computer programmer under contract. Volunteer procedures will be designed to maintain an ongoing record of persons participating, hours given, agency or civic organization represented and contact information. Awards will be designed to recognize persons who have given the most hours and the organizations most supportive of ATHENS CONNECTION services.

Training of volunteers will be designed to test commitment, reliability and ability to operate the computerized data base. A program of at least four sessions and not more than eight will be required for completion of the training. Attendance will be a major criteria for successful completion of the training program. Those completing training will be recognized at a "graduation ceremony" and receive a token of appreciation for this accomplishment.

External agencies will be used when a variety of services are offered through the system and a copy of "Electric News" will be given each volunteer for use in understanding the wide variety of services and resources available in the Athens/Clarke County area. Caution will be taken to assure that volunteers do not see ATHENS CONNECTION as a counseling service and that they limit their communication with callers to the information requested. However, a major focus of training will target: phone etiquette, interpretation of requests, presentation of referral information, requesting and entering client information. Confidentiality principles will be covered extensively and adhered to by both staff and volunteers.

While recruitment and training of volunteers is the major focus of April activities, entry of data on agencies/services and contact with service providers will continue throughout the month. Meetings of the Community Resource Council Executive Committee and Board of Directors will be held for update on progress and problems and approval of policy and procedures. Anticipating the initiation of services, advertisements will be designed and developed with local news agencies and readied for

dissemination by late April. Another major focus within both March and April will be the submission of proposals requesting funding of ATHENS CONNECTION by a variety of foundations, individuals and other public and private sector funding sources. As with many of the above tasks, continuation funding will be an ongoing responsibility to assure establishment of ATHENS CONNECTION as an Athens resource available to the public on a long term basis.

MAY--The ATHENS CONNECTION intends to begin operation of a computerized information-referral service available to the public through phone number 353-1313 by Tuesday, May 1, 1984. A major event will be held to give visibility to the opening of this new phone service and advertising will be disseminated throughout the target area. Weekly staff meetings will provide an opportunity for identifying and resolving problems. Volunteer assessment of software and procedures for getting requests, entering client information, and giving referrals will be documented daily.

A major task of May will be the assessment of current potential for ongoing funding and the seeking of further funding sources. The collection of data on community response to the new service will be conducted and updated analysis of the service needs identified will be maintained. A monthly tally of volunteer support, needs served, referrals given and staff duties will be compiled for presentation at the Community Resource Council Executive Committee and Board of Directors meetings.

Recruitment of volunteers and refinement of the "Buddy System" as volunteers are recruited will be ongoing tasks of staff. Special programs which feature the services available to the physically, mentally or visually handicapped; youth; elderly; unemployed; etc. will be designed to allow appropriate assignment of volunteers and further recruitment of related constituencies. It is anticipated that a number of "Special Hours" appropriate to a variety of special constituencies can be used to increase both visibility and usage among those with special needs. The initiation of these "Special Hours" will in no way limit service to all citizens calling for help.

JUNE--The final month of funding will be a major time of analysis for ATHENS CONNECTION. Monies to support continuation of staff and services will have been identified by this time and the level of operation possible identified. With the receipt of additional funding, operation will be refined as needed and service expanded as funding allows. New offices accessible to the handicapped would be a major aspect of future proposals and the need to move operations is anticipated. Expansion of phone lines and the further recruitment and training of volunteers are expected. All reporting procedures and maintainence of the aforementioned records will continue. Update on funding received and refinements proposed will be presented to the Community Resource Council Executive Committee and Board of Directors.

With full implementation of the "Plan of Implementation" outlined above, ATHENS CONNECTION will have approached a number

of funding sources and received the monies needed for full operation during FY '85. This process was initiated on February 10, 1984, with a request to Clarke County for a second funding of $8,000.00 to be used in supporting the continuation of ATHENS CONNECTION services. Another request for funding will also be submitted to the William Rhodes Foundation. As available monies are idenitified, funding requests will be ongoing to secure the level of funding anticipated for establishment of ATHENS CONNECTION as an ongoing service to Athens/Clarke County residents.

BUDGET

Payment: Payment under this Contract is limited to the below designated project, and total cost, and accordance with the Budget attached hereto and by reference made a part hereof and designated as Exhibit 1.

BUDGET

PROJECT	COMMUNITY DEVELOPMENT	NON-COMMUNITY DEVELOPMENT
002-726	$8,844.00	$18,864.00

It is expressly understood and agreed that in no event shall the total compensation by the City for a specific project exceed the maximum sum allocated.

Payment shall be on a reimbursable basis upon the City's receipt of a report of Combined Cost Control and Statement of Accountability from the Agency. (Forms to be provided).

Budget Revisions: Funds may be shifted between line items of a single project without prior approval as it (the line item or the total) does not exceed ten (10%) per cent of the individual line item or total. However, a Budget Revision Form must still be submitted to the H&CD Department within five (5) working days of such shift. If and when a budget is revised more than once and the cumulative total exceeds 10%, then prior approval is required. Any shifting of funds that exceeds 10% of any line item or total at any time must be approved in advance of obligations utilizing the appropriate Budget Revision Form.

A statement of the justification of budget revisions exceeding 10% must be attached to the Budget Revision Form. The 10% rule applies whether funds are being removed or added to another line item.

Accounting Procedures

Deposits: The Agency shall designate a commercial bank as the depositary for the receipt of funds. The City shall, after assuring itself of the propriety and accuracy of the account, deposit all funds which are made available to the Agency directly into the designated bank account. No advance of funds shall be available to the Agency . The Agency will furnish the City with a statement submitted by the appropriate financial officer stating that he accepts the responsibility for providing financial services adequate to insure the establishment and maintenance of an accounting system with adequate internal control. Advice in setting up adequate records of accounts will be provided by the City.

Allowable Travel: The Agency's expenses charged for travel shall not exceed those allowable under the policies of the City of Athens. Copies of travel policies are available from the City Accounting Department.

Operating Hours and Holidays

Unless otherwise specified and approved in advance by the City, the Agency agrees to maintain regular operating hours in accordance with those of the City's; and to observe only those holidays observed by the City. The City reserves the right to deduct any expenses submitted for reimbursement pertaining to operational cost which are requested for holidays not approved by the City.

The Agency's operating hours and observance of holidays shall be in accordance with the operations schedule attached hereto and by reference made a part hereof and designated as "Exhibit" 2.

Records

The Agency shall maintain such records and accounts, including property, personnel, and financial records, as are deemed necessary by the City and will be retained for three (3) years after the expiration of this Contract. All such records and accounts will be made available for examination by any official representative of the City, HUD or the General Accounting Office.

Fidelity Bonding

Prior to the disbursement of funds to the Agency, the City shall receive a statement from the Agency's Chief Fiscal Officer or Insurer assuring that all persons handling funds received or disbursed under this Contract are covered by Fidelity Insurance in an amount consistent with sound fiscal practice and with the coverage deemed necessary by the City for its own employees. However, in no event shall the amount be less than the Grant supplied by the City. The Fidelity Bond shall be attached hereto and by reference made a part hereof and designated as "Exhibit" 3.

Reimbursement Procedure

Subject to availability of funds from HUD, the City shall make payment under this Contract in accordance with the following method, such payment to be made upon presentation of a requisition for payment and shall indicate the disposition of the amount requested by reference to the categories of expenses as detailed in the respective budget.

The Agency will furnish the City a request for reimbursement indicating the expenditure of City funds for each request period. Reimbursement checks shall be issued on Friday only. In order to receive a check on any Friday, reimbursement forms must be submitted to the Housing and Community Development Department in Triplicate not later than 12:00 noon on the preceding Friday. Forms and instructions will be provided. If the City withholds payment, it shall advise the Agency in writing and specify the actions that must be taken, in case of suspension, as a condition precedent to the re-assumption of payments. The Agency will remit any unexpended balance of payments on the account of the Grant as well as such other portions of such payments previously received as determined by the City to be due the City. The action of the City in accepting any such amount shall not constitute a Waiver of any claim which the City may otherwise have arising out of this Agreement.

Non-Expendable Property

All non-expendable property acquired for the program will revert to the City upon the expiration of this contract unless otherwise provided for, and an up-dated signed copy of this inventory will be provided the H&CD Department as non-expendable property is acquired. No disposition of non-expendable property is permitted without the express written consent of the City of Athens. The Agency shall abide by the policies of the City of Athens in the sale of any non-expendable property which the City approves of selling.

Beneficiaries

The Agency agrees that a minimum of ninety percent (90%) of the citizens served as a result of this contract are City of Athens residents and that at least 75% of all persons served are low and other lower income citizens. The City shall provide the Agency with the appropriate income scale to assist in determining the income status of an individual. The Agency agrees to maintain supporting income documentation on file on each person served and shall make such information available to H&CD officials, HUD, and the General Accounting office upon request.

Public Notices

The Agency shall make available to the public appropriate notices informing the public that the services provided for under this contract are available to the public for the primary purposes of serving very low and other lower income citizens of Athens. The Agency shall also disseminate public notices for any employment opportunities which arise as a result of this agreement. Any literature published or public announcements made as relates to the activities funded by this contract shall have the following clause inserted,"Funding made available for this project by the Community Development Block Grant Program of the City of Athens, an Equal Opportunity Employer". The Agency shall maintain records of such notices and notify the Department of Housing and Community Development of any notices prior to the publication of such notices for review.

Reporting Procedures

The Agency shall be responsible for submitting monthly and quarterly programmatic reports as described below. Failure to submit said reports may delay any reimbursement requests submitted by the Agency.

A. Monthly Reports: The Agency shall submit a monthly report not later than the close of business the last Monday of each month. Information relative to the form and content of the report shall be provided by the City.

B. Quarterly Reports: The Agency shall submit quarterly reports according to the schedule attached hereto and designated as "Exhibit 4". The form and content of the quarterly reports shall be in the format of HUD's Annual Grantee Performance Report (GPR) which will be supplied by the City.

Monitoring

The City shall monitor the Agency regularly on a quarterly basis to verify eligible beneficiaries, income requirements, employment practices, and other related aspects of the contract. The Agency shall be notified at least seven (7) working days prior to a monitoring visit. The City may from time to time schedule monitoring visits to provide technical assistance and discuss other problems and needs. All program records must be maintained at a location as identified by the Agency and made known to the City prior to entering into contract. All records must be made available to the City and HUD for review.

Assignment of Contract

None of the work or services covered by this Contract shall be sub-contracted without the prior written approval of the City. Any work or services sub-contracted hereunder shall be specified by written contract or agreement and shall be subject to each provision of this Contract.

Commencement of Services

The services of the Agency are to commence as soon as practicable after the execution of this Contract and shall be undertaken and completed in such sequence as to assure the expenditious completion in light of the purposes of this Contract, but in any event all of the services hereunder shall be completed on or before June 30, 1984.

Contract Amendments

The City may, from time to time, request changes in the Scope of Services of the Agency to be performed hereunder. Such changes, including any increase or decrease in the amount of the Agency's compensation, which are mutually agreed upon by and between the City and the Agency, shall be incorporated in written amendments to this Contract.

Indemnification

The Agency shall indemnify and hold harmless the City of Athens for any claims whatsoever arising out of any accidents, personal injury, or damage to property received as a result of the agency's implementation of any of the programs or activities of this contract.

Termination of Contract

If through any cause, the Agency shall fail to fulfill in a timely and proper manner its obligations under this Contract, or if the Agency shall voilate any of the convenants, agreements, or stipulations of this Contract, or if the Grant from HUD under which this Contract is made is terminated by HUD, the City shall thereupon have the right to terminate this contract by giving notice to the agency of such termination and specifying the effective date thereof. In the event of termination, all property and finished or unfinished documents, data, studies, and reports purchased or prepared by the Agency under this Contract shall, at the option of the City, become its property and the Agency shall be entitled to compensation for any reimbursable expenses necessarily incurred in satisfactory performance of this Contract.

Certifications

The Agency hereby assures and certifies that it will comply with the regulations, policies, guidelines and requirements with respect to the acceptance and use of Federal funds for this federally-assisted program. Also the Agency gives assurances and certifies with respect to the grant that:

A. It has assigned and designated an official representative of the Agency to execute the Contract, all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the Agency to act in connection with the Contract and to provide such additional information as may be required.

B. It has developed its Scope of Services so as to gove maximum feasible priority to activities which benefit low-and moderate-income families or aid in the prevention or elimination of slums or blight;

C. It has authorized and consents on behalf of the Agency and himself/herself to accept the jurisdiction of the Federal courts for the purpose of enforcement of his/her responsibilities as such an official;

D. The contract will be conducted and administered in compliance with:

1. Title VI of the Civil Rights Act of 1964 (Pub.L. 880352) and implementing regulations issued at 24 CFR Part 1;

2. Title VIII of the Civil Rights Act of 1968 (Pub.L. 90-284), as amended; and that the Agency will administer all programs and activities related to housing and community development in a manner to affirmatively further fair housing;

3. Section 109 of the Housing and Community Development Act of 1974, as amended; and the regulations issued pursuant thereto;

4. Section 3 of the Housing and Urban Development Act of 1968, as amended; and further described in the Section 3 Affirmative Action Plan attached hereto and designated as "Exhibit 5";

5. Executive Order 11246, as amended by Executive Orders 11375 and 12086, and implementing regulations issues at 41 CFR Chapter 60;

6. The Age Discrimination Act of 1975 (Pub.L. 94-135), as amended; and implementing regulations when published for effect;

7. The regulations, policies, guidelines, and requirements of OMB Circular Nos. A-102, Revised, A-87, A-110 and A-122 as they relate to the acceptance and use of Federal funds under this federally-assisted program;

E. It will give the City of Athens, HUD and the Comptroller General or any authorized representatives access to and the right to examine all records, books, papers, or documents related to the grant;

F. It will comply with the Section 3 clause of the Housing and Urban Development Act of 1978, more specifically identified as follows:

1. The work to be performed under this contract is on a project assisted under a program providing direct Federal financial assistance from the Department of Housing and Urban Development and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u. Section 3 requires that to the greatest extent feasible opportunities for training and employment be given lower income residents of the project area and contracts for work in connection with the project be awarded to business concerns which are located in, or owned in substantial part by persons residing in the area of the project.

2. The parties to this contract will comply with the provisions of said Section 3 and the regulations issued pursuant thereto by the Secretary of Housing and Urban Development set forth in 24 CFR Part 135, and all applicable rules and orders of the Department issued thereunder prior to the execution of this contract. The parties to this contract certify and agree that they are under no contractual or other disability which would prevent them from complying with these requirements.

3. The Agency will send to each labor organization or representative of workers with which he has a collective bargain-agreement or other contract or understanding, if any, a notice advising the said labor organization or workers representative of his commitments under this Section 3 clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment or training.
4. The Agency will include this Section 3 clause in every subcontract for work in connection with the project and will, at the direction of the applicant for or recipient of Federal financial assistance, take appropriate action pursuant to the subcontract upon a finding that the sub-contractor is in violation of regulations issued by the Secretary of Housing and Urban Development, 24 CFR Part 135. The Agency will not subcontract with any subcontractor where it has notice or knowledge that the latter has been found in violation of regulations under 24 CFR Part 135 and will not let any subcontract unless the subcontractor has first provided it with a preliminary statement of ability to comply with the requirements of these regulations.
5. Compliance with the provisions of Section 3, the regulations set forth in 24 CFR Part 135, and all applicable rules and orders of the Department issued thereunder prior to the execution of the contract, shall be a condition of the Federal financial assistance provided to the project, binding upon the applicant or recipient for such assistance, its successors and assigns. Failure

to fulfill these requirements shall subject the applicant or recipient, its contractors and sub-contractors, its successors and assigns to those sanctions specified by the grant or loan agreement or contract through which Federal assistance is provided, and to such sanctions as are specified by 24 CFR Part 135.

F. The Agency warrants that no person or selling agency or other organization has been employed or retained to solicit or secure this Contract upon an Agreement of Understanding for a commission, percentage, brokerage or contingent fee. For breach of violation of this warranty, the City shall have the right to annul this contract without liability or, at its discretion, to deduct from the compensation, or otherwise recover, the full amount of commission, percentage, brokerage or contingent fee.

H. That no member, officer or employee of the Grantee, or its designees or agents, no member of the governing body of the locality in which the program is situated, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the program during his/her tenure or for one year thereafter, shall have any interest, direct or indirect, in any contract or subcontract, or the process thereof, for work to be performed in connection with the program assisted under the Grant.

Supplemental Certification and Agreement

The Agency agrees to give priority consideration, in cases of employment and/or training opportunities, to lower and other lower income residents of the City of Athens referred by the Georgia State Department of Labor. The Agency further agrees as follows:

1. That the funds provided for under this contract will be obligated and disbursed as rapidly as possible so as to quickly assist the unemployed and the needy;
2. That the funds will be utilized in areas where unemployment is highest and has been high for the longest period of time and for authorized purposes which have the greatest immediate employment impact;
3. That the funds will be utilized to maximize immediate creation of new employment opportunities to individuals who were unemployed at least 15 of the 26 weeks prior to March 24, 1983; and
4. That special consideration will be given to the employment of monorities and women in an effort to provide jobs in proportion to their presence among the total group of unemployed persons in Athens.
5. The Agency shall be responsible for documentation and verification of the above.

BY: Community Resource Council of Northeast Georgia, Inc.
Name of Agency

Dale C. Gibson
Signature of Authorized Agent

2/23/84
Date

By: Janet L. Wright
President

ATTEST: Betty C. Ladson (SEAL)
Secretary

CONTRACT AMENDMENT

This is an amendment to an agreement by and between the Mayor and Council of the City of Athens and Community Resources Council of Northeast Georgia, Incorporated dated _____ _____, 19___.

The Agreement shall be amended to include the following paragraph under "Reporting Procedures", Page 6, of the original Agreement:

C. Annual Audit: The Agency shall have an audit performed on the program on an annual basis by an independent Certified Public Accounting firm and shall submit a copy of the audit to the City for review and comment. The audit shall be performed in accordance with the following Federal Guidelines:

1. Guideline for Financial and Compliance Audits of Federally Assisted Programs;

2. Standards for Audits of Governmental Organizations, Programs, Activities, and Functions;

3. Uniform Requirements for Assistance to State and Local Governments, OMB Circular A-102, Attachment P.

The audit shall be prepared and presented to the City not later than 30 calendar days after the expiration of this contract. It shall be the responsibility of the Agency to correct any audit findings discovered, if any, as recommended by the auditor and in agreement with the City.

Agency:
Community Resource Council of Northeast Georgia, Inc.
Name of Agency

By: Dale C. Gibson
Authorized Agent

Date: 2/23/84

By: Robert L. Wright
President

ATTEST: Betty C. Tadsen (SEAL)
Secretary

City of Athens:

By: Lauren M. Coile (SEAL)
Mayor

By: [illegible] (SEAL)
City Clerk (ATTEST)

By: [illegible] (SEAL)
City Attorney (AS TO FORM)

By: Steven M. Martin
Community Development Dept.

Date: 2/24/84

The Agency shall comply with all applicable laws, ordinances and codes of the State and local governments.

IN WITNESS WHEREOF, the City and Agency have executed this Agreement as of the date first above written.

AGENCY:
Community Resource Council of Northeast Georgia, Inc.
Name of Agency

BY: Dale C. Gibson
Authorized Agent
2/23/84

BY: Gretl L. Wright
President

ATTEST: Betty C. Sodsa (SEAL)
Secretary

CITY OF ATHENS:

BY: Lauren M. Cole (SEAL)
Mayor

BY:
Johnny Fowler (ATTEST)

BY:
City Attorney (AS TO FORM)

BY: Steven M Martin
Community Development Department

B U D G E T F O R M

FISCAL YEAR 1984 PROGRAM FUNDS Block Grant Job Training

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

CITY OF ATHENS

SUBMIT IN TRIPLICATE!

Operating Period: (From) _____, 19___ (To) June 30th, 1984

Title of Activity: ATHENS CONNECTION

Operating Agency: Community Resource Council of Northeast Georgia, Inc.

Address: P. O. Box 6561; Athens, Georgia 30604

Contact Person: Mrs. Gwen Ingram O'Looney, Project Coordinator

Cost Category	Total Budget	CD Share	Non-CD Share	Source of Non-CD Share
1) Personnel	$ 6,944.00	$ 4,844.00	$ 2,100.00	Pilot Clubs of Athens
2) Consultants and Contract Services	$ 6,850.00	$ 4,000.00	$ 2,850.00	Clarke County
3) Materials/ Supplies	$ 1,706.00	$ .00	$ 1,706.00	Clarke County
4) Travel	$ 300.00	$ .00	$ 300.00	Clarke County
5) Rental, Lease or Purchase Equipment	$ 7,730.00	$ .00	$ 7,730.00	Pilot Inter'l Fdtn., ACTION, Wm.-Rhodes, & Clarke County
6) Rent	$ 1,010.00	$ .00	$ 1,010.00	ACTION, Inc.
7) Utilities	$ 1,428.00	$ .00	$ 1,428.00	Clarke County ACTION, Inc.
8) Other (Specify)	$ 1,740.00	$ .00	$ 1,740.00	Clarke County
9) Total	$ 27,708.00	$ 8,844.00	$18,864.00	(See above)

Submitted By: Dale C. Gibson Date: 2/23/84
Signature of Agency Official

Approved By: Steven M Martin Date: 2/27/84
Signature of Community Development Official

CONTRACT AMENDMENT

This is an amendment to an agreement by and between the Mayor and Council of the City of Athens and Athens Connection/Community Resource Council of Northeast Ga., Inc. dated February 24, 1984.

The Agreement shall be amended as follows:

Page 7, Commencement of Services shall be amended to read "completed on or before September 30, 1984.

Agency:

Community Resource Council
Name of Agency

BY: Art Lawrence Wright
Authorized Agent

Date: June 6 1984

City of Athens:

BY: Lynn Cook (SEAL)
Mayor

BY: A C Jewell (SEAL)
City Clerk (ATTEST)

BY: [signature] (SEAL)
City Attorney ~~(AS~~ TO FORM)

BY: Steven M Martin
Community Development Department